



INPATIENT MEDICATIONS (IM)

SUPERVISOR'S USER MANUAL

Version 5.0
December 1997

(Revised January 2002)

Revision History

Any changes subsequent to the initial release of this manual are listed below. The users should update the manual with the pages listed under the Revised Pages column.

Date	Revised Pages	Patch Number	Description
01/02	None	PSJ*5*65	There were no changes necessary for this patch.
01/02	Title, i, ii, 1, 2, 19, 20, 21, 22, 23, 24, 25, 26	PSJ*5*63	Updated the Title Page, Revision History Page, and the Introduction Page. The Ward and System Parameters were updated to include the new parameters for determining the stop date for one-time orders. Included pages for double-sided printing.
09/01	All	PSJ*5*50	Added this Revision History Page. Re-formatted the manual into sections. Added Patch Release changes and Pharmacy Ordering Enhancements (POE).
12/97			Original Released Supervisor's User Manual.

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1. Introduction

The Inpatient Medications provides a method of management, dispensing, and administration of inpatient drugs within the hospital. Inpatient Medications combines clinical and patient information that allows each medical center to enter orders for patients, dispense medications by means of Pick Lists, print labels, create Medication Administration Records (MARs), and create Management Reports. Inpatient Medications also interacts with the Computerized Patient Record System (CPRS) and the Bar Code Medication Administration (BCMA) packages to provide more comprehensive patient care.

This user manual is written for the Pharmacy Supervisor or the Automated Data Processing Application Coordinator (ADPAC). The main texts of the manual provide information to setup various function requirements needed for the basic running of the Unit Dose and IV modules. It also outlines options available under the Management Reports menu and Pick List actions.

The Inpatient Medications documentation is comprised of several manuals. These manuals are written as modular components and can be distributed independently and are listed below.

Nurse's User Manual V. 5.0 Revised January 2002
Pharmacist's User Manual V. 5.0 Revised January 2002
Supervisor's User Manual V. 5.0 Revised January 2002
Technical/Security Guide V. 5.0 Revised January 2002
Pharmacy Ordering Enhancements (POE) Phase 2 Release Notes V. 1.0
Pharmacy Ordering Enhancements (POE) Phase 2 Installation Guide V. 1.0

2. Orientation

Within this documentation, several notations need to be outlined.

- Menu options will be italicized.
Example: *Inpatient Order Entry* indicates a menu option.
- Screen prompts will be denoted with quotation marks around them.
Example: "Select DRUG:" indicates a screen prompt.
- Responses in bold face indicate what the user is to type in.
Example: Printing a MAR report by ward group **G**, by ward **W** or by patient **P**.

- Text centered between arrows represents a keyboard key that needs to be pressed in order for the system to capture a user response or move the cursor to another field. **<Enter>** indicates that the Enter key (or Return key on some keyboards) must be pressed. **<Tab>** indicates that the Tab key must be pressed.

Example: Press **<Tab>** to move the cursor to the next field.


Press **<Enter>** to select the default.


- Text depicted with a black background, displayed in a screen capture, designates blinking text on the screen. This is provided for the written copy of the documentation.

Example:

```
(9) Admin Times: 01-09-15-20
*(10) Provider: INPATIENT-MEDS, PHARMACIST
```



- **Note:** Indicates especially important or helpful information.
-  Options are locked with a particular security key. The user must hold the particular security key to be able to perform the menu option.

Example:  All options under the *Pick List Menu* are locked with the PSJU PL key.

- Some of the menu options have several letters that are capitalized. By entering in the letters and pressing **<Enter>**, the user can go directly to that menu option (the letters do not have to be entered as capital letters).

Example: From the *Unit Dose Medications Option*: the user can enter **INQ** and proceed directly into the *INquiries Menu* option.

- **?, ??, ???** One, two or three question marks can be entered at any of the prompts for on-line help. One question mark elicits a brief statement of what information is appropriate for the prompt. Two question marks provide more help, plus the hidden actions and three question marks will provide more detailed help, including a list of possible answers, if appropriate.
- **^** Up arrow (caret or a circumflex) and pressing **<Enter>** can be used to exit the current option.

3.4.3. Inpatient Ward Parameters Edit

[PSJ IWP EDIT]

The *Inpatient Ward Parameters Edit* option allows the supervisor to edit the Inpatient Ward parameters. These parameters determine how the Inpatient Medications package will act, depending on the ward where the patient resides. The supervisor will encounter the following prompts in this option:

- “DAYS UNTIL STOP DATE/TIME:”

Enter the number of days (1-100) that an order will last.

- “DAYS UNTIL STOP FOR ONE-TIME:”

Enter the number of days a one-time order should last. The number can be from 1-100, however, it cannot exceed the number of days that standard orders last (DAYS UNTIL STOP DATE/TIME).

- “SAME STOP DATE ON ALL ORDERS:”

Answer **YES** (or **1**) if all of a patient’s orders are to stop on the same date/time.

- “TIME OF DAY THAT ORDERS STOP:”

Enter the time of day that orders stop for this ward (military time).

- “DEFAULT START DATE CALCULATION:”

Enter any of the following codes to select the default start time for orders. When there is no entry for this prompt, NOW will be assumed.

- 0 Use CLOSEST ADMIN TIME as Default
 - 1 Use NEXT ADMIN TIME as Default
 - 2 Use NOW as Default

- “START TIME FOR 24 HOUR MAR:”

Enter the time of day (0001-2400) that the 24 Hour MAR (Medication Administration Record) is to start. Please use military time with leading and trailing zeros.

- “LABEL FOR WARD STAFF:”

Enter any of the following codes to select when labels will print for ward staff:

- 0** No Labels
- 1** First Label On Order Entry/Edit
- 2** Label On Entry/Edit and Verification
- 3** First Label On Nurse Verification

If a **0** is entered, labels will only be printed at the end of order entry. No label record will be created, so the user will not be able to print or reprint labels later.

- “WARD LABEL PRINTER:”

Enter the device to which labels created by ward staff will be printed. If no device is entered, labels will not print automatically, but as long as a label record is created (see previous prompt) labels can be manually printed using the *Label Print/Reprint* option.

- “LABEL FOR PHARMACY:”

Enter any of the following codes to select when labels will print for pharmacy staff:

- 0** No Labels
- 1** First Label On Order Entry/Edit
- 2** Label On Entry/Edit and Verification
- 3** First Label On Pharmacist Verification

If a **0** is entered, labels will only be printed at the end of order entry. No label record will be created, so the user will not be able to print or reprint labels later.

- “PHARMACY LABEL PRINTER:”

Enter the device to which labels created by pharmacy staff will be printed. If no device is entered, labels will not print automatically, but as long as a label record is created (see previous prompt) labels can be manually printed using the *Label Print/Reprint* option.

- “LABEL ON AUTO-DISCONTINUE:”

Answer **YES** to have labels created when this ward’s patients’ orders are auto-discontinued.

- “MAR HEADER LABELS:”

Enter **YES** if MAR header labels should be generated for this ward.

- “DAYS NEW LABELS LAST:”

Any new labels older than the number of days specified here will automatically be purged. Enter a whole number between **0** and **35**.

- “MAR ORDER SELECTION DEFAULT:”

Enter the number corresponding to the type of orders to be included on MARs and the Medications Due Worksheet printed for this ward.

- 1** All Medications
- 2** Non-IV Medications only
- 3** IV Piggybacks
- 4** LVPs
- 5** TPNs
- 6** Chemotherapy Medications (IV)

Multiple order types (except 1) may be selected using the hyphen (-) or the comma (,).
Example: 2-4 or 2,3,4

- “PRINT PENDING ORDERS ON MAR:”

Enter **YES** to include the pending orders that were acknowledged by a nurse on the MARs and the Medication Due Worksheet.

- “ ‘SELF MED’ IN ORDER ENTRY:”

Answer **YES** to have the prompts for patient self-medication included in the order entry process.

Example: Inpatient Ward Parameters Edit

```
Select PARAmeters Edit Menu Option: IWP  Inpatient Ward Parameters Edit

Select WARD:      2 NORTH
DAYS UNTIL STOP DATE/TIME: 8// ?
    Enter the number (1-100) of days that an order will last.
DAYS UNTIL STOP DATE/TIME: 8// <Enter>
DAYS UNTIL STOP FOR ONE-TIME: ?
    Enter the number of days a one-time order should last. The number can be
    from 1-100, however, it cannot exceed the number of days that standard
    orders last (DAYS UNTIL STOP DATE/TIME).
DAYS UNTIL STOP FOR ONE-TIME: <Enter>
SAME STOP DATE ON ALL ORDERS: YES// ?
    Answer 'YES' (or '1') if all of a patient's orders are to stop on the same
    date/time.
    Choose from:
        1      YES
        0      NO
SAME STOP DATE ON ALL ORDERS: YES// <Enter>
TIME OF DAY THAT ORDERS STOP: 2400// ?
    Enter the time of day that orders stop for this ward (military time).
    ENTER A NUMBER BETWEEN 0001 AND 2400. THE ZEROS ARE NEEDED.
TIME OF DAY THAT ORDERS STOP: 2400// <Enter>
DEFAULT START DATE CALCULATION: USE NEXT ADMIN TIME AS DEFAULT          // ?
    Enter "0" to use the closest admin time, "1" to use the next admin time,
    or "2" to use "now" as the default start time for orders.
    Choose from:
        0      USE CLOSEST ADMIN TIME AS DEFAULT
        1      USE NEXT ADMIN TIME AS DEFAULT
        2      USE NOW AS DEFAULT
DEFAULT START DATE CALCULATION: USE NEXT ADMIN TIME AS DEFAULT          // <Enter>
START TIME FOR 24 HOUR MAR: ?
    Enter the time of day (0001-2400) that the 24 MAR is to start.
    PLEASE USE MILITARY TIME WITH LEADING AND TRAILING ZEROS.
START TIME FOR 24 HOUR MAR: <Enter>
LABEL FOR WARD STAFF: ?
    Choose from:
        0      NO LABELS
        1      FIRST LABEL ON ORDER ENTRY/EDIT
        2      LABEL ON ENTRY/EDIT AND VERIFICATION
        3      FIRST LABEL ON NURSE VERIFICATION
LABEL FOR WARD STAFF: <Enter>
WARD LABEL PRINTER: <Enter>
LABEL FOR PHARMACY: ?
    Choose from:
        0      NO LABELS
        1      FIRST LABEL ON ORDER ENTRY/EDIT
        2      LABEL ON ENTRY/EDIT AND VERIFICATION
        3      FIRST LABEL ON PHARMACIST VERIFICATION
LABEL FOR PHARMACY: <Enter>
PHARMACY LABEL PRINTER: <Enter>
LABEL ON AUTO-DISCONTINUE: ?
    Answer 'YES' to have labels created when this ward's patients' orders are
    auto-discontinued.
    Choose from:
        1      YES
        0      NO
LABEL ON AUTO-DISCONTINUE: <Enter>
MAR HEADER LABELS: ?
    Enter "YES" if MAR header labels should be generated for this ward.
    Choose from:
        1      YES
MAR HEADER LABELS: <Enter>
DAYS NEW LABELS LAST: ?
    Enter a whole number between 0 and 35.
    ANY NEW LABELS OLDER THAN THE NUMBER OF DAYS SPECIFIED HERE WILL
    AUTOMATICALLY BE PURGED.
DAYS NEW LABELS LAST: <Enter>
```

Example: Inpatient Ward Parameters Edit (continued)

```
MAR ORDER SELECTION DEFAULT: ?
  Answer must be 1-10 characters in length.
Enter the number corresponding to the type of orders to be included on
MARs printed for this ward. Multiple types (except 1) may be selected
using "-" or "," as delimiters.
Choose from:
    1 - All Medications
    2 - Non-IV Medications only
    3 - IV Piggybacks
    4 - LVPs
    5 - TPNs
    6 - Chemotherapy Medications (IV)
MAR ORDER SELECTION DEFAULT: 1      1 - All Medications
PRINT PENDING ORDERS ON MAR: ?
  Enter YES to include acknowledged pending orders on the MARs
Choose from:
    1      YES
PRINT PENDING ORDERS ON MAR: <Enter>
'SELF MED' IN ORDER ENTRY: ?
  Answer 'YES' to have the prompts for patient self-medication included in
  the order entry process.
Choose from:
    1      YES
    0      NO
'SELF MED' IN ORDER ENTRY: <Enter>
Select WARD:
```

3.4.4. Systems Parameters Edit [PSJ SYS EDIT]

The PHARMACY SYSTEM file allows a hospital to tailor various aspects of the Unit Dose module that affect the entire medical center. Currently the following fields can be edited by using the *Systems Parameters Edit* option.

- “NON-FORMULARY MESSAGE:”

This is a message that will be shown to non-pharmacist users when ordering a non-formulary drug for a patient (a drug that is not currently stocked by the pharmacy). This is typically a warning and/or a procedure the non-pharmacist users must follow before the pharmacy will dispense the non-formulary drug. The message will show exactly as entered here.

“EDIT Option:”

This field is used to edit the non-formulary message displayed above.

- “PRINT 6 BLOCKS FOR THE PRN MAR:”

This field is used to indicate if 4 or 6 blocks are to be used for ONE-TIME/PRN orders on the 7/14 DAY MAR ONE-TIME/PRN SHEET. The 7/14 DAY MAR ONE-TIME/PRN SHEET will print 4 blocks if this field is not set to **YES**.

- “PRINT DIET ABBR LABEL ON MAR:”

If this field contains a **1** or **YES**, the Dietetics Abbreviated Label will be printed on the MAR.

- “MAR SORT:”

This parameter allows the sorting of the MAR by the order’s schedule type or alphabetically by the medication names.

CHOOSE FROM:

- 0** Sort by order’s Schedule Type and then by Medication Names
- 1** Sort by order’s Medication Names

- “ATC SORT PARAMETER:”

This parameter allows sending of the Pick List to the ATC machine by ATC mnemonic within Patient (as in Inpatient Medications versions up to 4.0), or else by admin time within patient.

CHOOSE FROM:

- 0** ATC MNEMONIC
- 1** ADMIN TIME

- “CALC UNITS NEEDED PRN ORDERS:”

This parameter controls whether or not the Units Needed will be calculated for the orders with PRN in the schedule field on the Pick List.

- “DAYS UNTIL STOP FOR ONE-TIME:”

This parameter indicates the number of days a one-time order should last if there is no ward parameter defined. This number can be between 1 and 30.

Example: Systems Parameters Edit

```
Select PARAmeters Edit Menu Option: SYStems Parameters Edit

NON-FORMULARY MESSAGE:
  1>This is the Non formulary message!!!
EDIT Option: ?
  Choose, by first letter, a Word Processing Command
  or type a Line Number to edit that line.
EDIT Option: ^
PRINT 6 BLOCKS FOR THE PRN MAR: ?
  Enter 1 to allow 6 blocks to be printed for the ONE-TIME/PRN orders on the
  7/14 DAY MAR ONE-TIME/PRN SHEET.
  Choose from:
    1          YES
PRINT 6 BLOCKS FOR THE PRN MAR: <Enter>
PRINT DIET ABBR LABEL ON MAR: ?
  Enter 1 or Yes, the Dietetics Abbreviated Label will print on the MAR
  Choose from:
    1          YES
PRINT DIET ABBR LABEL ON MAR: <Enter>
MAR SORT: Sort by order's Medication Names.// ?
  Choose from:
    0          Sort by order's Schedule Type and then Medication Names.
    1          Sort by order's Medication Names.
MAR SORT: Sort by order's Medication Names.// <Enter>
ATC SORT PARAMETER: ATC MNEMONIC// ?
  Enter '0' to send Pick List to ATC by drug, '1' for admin time.
  Choose from:
    0          ATC MNEMONIC
    1          ADMIN TIME
ATC SORT PARAMETER: ATC MNEMONIC// <Enter>
CALC UNITS NEEDED PRN ORDERS: YES// ?
  Enter a 1 if you would like to have the UNITS NEEDED calculated for PRN
  orders on the Pick List.
  Choose from:
    1          YES
CALC UNITS NEEDED PRN ORDERS: YES// <Enter>
DAYS UNTIL STOP FOR ONE-TIME: ?
  Type a Number between 1 and 30, indicating the number of days a one-time
  order should last if there is no ward parameter defined.
DAYS UNTIL STOP FOR ONE-TIME: <Enter>
```

3.5. PATient Order Purge – Temporarily Unavailable

[PSJU PO PURGE]



Note: The *PATient Order Purge* option is “**Out of Order**” and **TEMPORARILY UNAVAILABLE**.

The *PATient Order Purge* option will start a background job to delete all orders for patients that have been discharged before or on the user-specified date. This option does not affect orders for currently admitted patients.

Patient order purge looks at the earliest start date of the last Pick List that has not been filed away and allows the user to purge orders three days before that start date.

This option is very CPU-intensive, and should be queued to run at a time of day when the fewest users are on the system, such as on a weekend. The supervisor should only purge several months of data at one time.

3.6. Pick List Menu

[PSJU PL MENU]

The *Pick List Menu* option is used to control deletion of a pick list, auto purging parameters, and the physical purging of pick lists.

Example: Pick List Menu

```
Select Supervisor's Menu Option: PPick List Menu
```

```
Delete a Pick List
PPick List Auto Purge Set/Reset
PUrge Pick Lists
```